

REPORTS INVENTORY					CONTROL NO.	
PREPARE IN DUPLICATE					DDS/OL/PSD 24	
1. TITLE OF REPORT (if a fill-in report include Form No.)					2. TYPE OF REPORT	
WAE Staff Employee Report					<input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		
		LOGISTICS		SECURITY		
		MEDICAL		FINANCE		
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)		
4		Biweekly		1		
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT		
Memorandum		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		LN 20-92 dtd 22 June 1970		
10. PREPARING COMPONENT (include lowest level contributing information to report)			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
Administrative Officer, PSD			T&A Form 20			
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR	
GS-10	\$ 6.10	10 min.	\$ 1.00	26	\$ 26.00	
B. COSTS OF COMPUTER PRODUCED REPORTS						
None						
TOTAL COSTS PER YEAR					\$ 26.00	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
Required by Logistics Notice.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT				ESTIMATED SAVINGS		
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE				<input type="checkbox"/> OTHER (explain)		
16. DATE OF INVENTORY		17. NAME		18. EXTENSION		
9 OCT 1970		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130090-4		STAT		